

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Sara Scott

ADDRESS: PO Box 995

CITY: Lolo

STATE: MT

ZIP: 59847

PHONE: 406-273-4671

EMAIL ADDRESS: sarascott@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 27, 2012

APPLICATION DEADLINE: Monday, March 19, 2012 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Artifact Data Entry Assistant

OF POSITIONS: 1

LOCATION(S): University of Montana, Missoula, Mt

WORK START/END DATES: May 28, 2012

HOURS/WEEK: individual can work half time during summer and fall months or full time over the summer, varies depending on student schedule and preference

TRAINING/ORIENTATION DATES: May 28-29, 2012

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): \$9.00 per hour, no housing or per diem provided

POSITION DESCRIPTION:

Individual will work with the artifact collections in the basement of the Social Sciences Building at the University of Montana entering a prehistoric artifact collection from Pictograph Cave State Park near Billings into a Past Perfect Museum software program. Over 30,000 artifacts are in need of entry into this program. Individual will examine artifacts and describe them in the Past Perfect program. Digital pictures will also be taken of each artifact and entered into the computer program. A camera and software training will be provided by Montana State Parks and the museum collections manager at U of M. Person will work for State Parks but will be in contract with museum collections manager at U of M on a daily working basis.

The work the intern will do will allow us to build a virtual museum of Pictograph Cave artifacts that will be placed on the state parks web site.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Individual must have background experience in artifact analysis and/or in archaeology and its analytical methods. Person must be adept with computers and software and be willing to sit at a computer examining small objects for extended periods of time. Individual must be a detail oriented person and able to work independently with little supervision. Office space and a computer will be provided.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Submit application, cover letter summarizing experience and interest in the job, and two letters of recommendation to Sara Scott at the address provided above.

COOPERATING SPONSORS OF PROJECT: University of Montana